

POSITION ANNOUNCEMENT: Performance Analyst

DEPARTMENT: NOLASat Unit, Office of the First Deputy Mayor and Chief Administrative Officer

Background. In January 2011, Mayor Landrieu will launch NOLASat, an initiative based on best practices to dramatically improve performance, transparency, and accountability in New Orleans City government. The mission of the NOLASat team is to dramatically improve the productivity and efficiency of city government by using data to manage and measure performance, to analyze what works and what doesn't, and to identify key processes that need to be reformed in order to improve results. The NOLASat Team will be responsible for helping departments create business plans, clarify their mission, set performance goals, and provide the analysis necessary for the Mayor and Deputy Mayor team to hold departments accountable for performance. The NOLASat team will be responsible for leading and organizing regular NOLASat accountability sessions where senior staff will review performance accomplishments of departments through the analysis of data. These sessions will be open to the public, thus promoting accountability and transparency in the delivery of City services.

Job Duties. Performance Analysts will support the NOLASat team in the implementation of the NOLASat performance management system. They will be responsible for working in teams with performance managers to select appropriate metrics to measure performance, create strategies for improving performance, and analyze performance data into reports that will become the centerpiece for NOLASat accountability sessions. The performance analyst will report to the NOLASat Director.

Skills, Experience, and Background:

- Highly analytic, as demonstrated by significant professional accomplishments and superior academic success
- Entrepreneurial, self-motivated problem solvers who have a history of finding proactive solutions to challenging problems
- Superior command of quantitative methods to analyze performance
- Comfortable working in collaborative teams
- An ability to see "the big picture" in complex systems while being able to analyze how the components of those systems piece together
- An ability to work well both in team settings and individually
- A strong desire to transform New Orleans city government into a high-performance organization
- Exceptional spreadsheet modeling skills
- A professional background of at least two years in business strategy consulting, policy analysis, organizational management, or public administration
- A bachelors degree in public administration, public policy, business administration, urban planning, or a similar field is essential. A graduate degree or some graduate education in a related field is a plus

- Mastery of basic software packages (eg. Microsoft Office) is essential. Skills in ArcGIS and other mapping software packages is preferred

Application instructions:

Please email resume, cover letter, and a professional writing sample, memorandum, powerpoint presentation, etc, that demonstrates analytic capability and/or the ability to use data to make a compelling argument to ojwise@nola.gov

Deadline: December 1, 2010

Salary based on experience.